

Name		
Address		
City	State	ZIP+4
Phone # ()	Fax # ()	
Email address		
Company (optional)		

Free Contractor Training Day

TUMWATER

Registration Form

Friday January 13, 2017

Email, Mail or Fax a copy of registration form to:

Dept. of Labor & Industries

Attn: Julie Perales or Mandi Mackey

PO Box 44400

Olympia, WA 98504-4400

Fax: 360-902-5292

Email: LniTraining@Lni.wa.gov

OR Call: 360-902-6366 or 360-902-5217

*****Select one class in each time frame by checking the box.*****

Time	Room	Course Title	
7:30 – 8 a.m. Check-in and networking			
8:00 AM			
<input type="checkbox"/>	Auditorium	State Taxes – Sales, Use and B&O	
<input type="checkbox"/>	Room S117	Fall Protection – Competent Person Card gained – Part 1 (must attend part 1 & part 2)	
<input type="checkbox"/>	Room S118	Construction Contracts	1 Hour
<input type="checkbox"/>	Room S119	Everything You Want to Know About Your L&I Account	55 Minutes
<input type="checkbox"/>	Room S129	Manufactured/Mobile Home Installers Overview (Plus one class at 10am for 4 CEUs) #	
<input type="checkbox"/>	Room S130	Plumbing Code Training - Part 1**	
10:00 AM			
<input type="checkbox"/>	Auditorium	State Taxes – Sales, Use and B&O	
<input type="checkbox"/>	Room S117	Fall Protection – Competent Person Card gained – Part 2 (must attend part 1 & part 2)	2 Hours
<input type="checkbox"/>	Room S118	Subcontracts and Liens	
<input type="checkbox"/>	Room S119	Hiring an Independent Contractor and Avoid Prime Contractor Liability	
<input type="checkbox"/>	Room S129	Government Contracting Essentials	
<input type="checkbox"/>	Room S130	Plumbing Code Training - Part 2**	
12:00 PM	Lunch – on your own		
1:00 PM			
<input type="checkbox"/>	Auditorium	New Contractor Overview	
<input type="checkbox"/>	Room S117	Jobsite Safety Set Up and Your Weeklies	55 Minutes
<input type="checkbox"/>	Room S118	Stay at Work – Workers' Compensation Insurance Program	
<input type="checkbox"/>	Room S129	OMWBE Certification Review Workshop	
<input type="checkbox"/>	Room S130	Electrical Licensing 101 (Required for Plumbing Industry CEU's)*	
2:00 PM			
<input type="checkbox"/>	Auditorium	Bidding, Estimating, and the Bottom Line	
<input type="checkbox"/>	Room S117	Accident Prevention Program	1 Hour
<input type="checkbox"/>	Room S118	Avoiding Lawsuits	25 minutes
<input type="checkbox"/>	Room S119	Lead-Based Paint Guidelines for Contractors	
<input type="checkbox"/>	Room S126	Prevailing Wage	
<input type="checkbox"/>	Room S129	Insurance Coverage and Bonds – What YOU Should Know	
<input type="checkbox"/>	Room S130	Managing Claims to Control Industrial Insurance Costs	
3:30 PM			
<input type="checkbox"/>	Auditorium	Effective Marketing for Contractors	1 Hour
<input type="checkbox"/>	Room S117	Fall Protection in Construction	25 minutes
<input type="checkbox"/>	Room S118	The Difficult Customer: How to Handle	
<input type="checkbox"/>	Room S126	Advanced Prevailing Wage	
<input type="checkbox"/>	Room S130	Plumbing Contractors – Cert Requirements* (Required for Plumbing Industry CEU's)*	

Please make a copy and bring a copy of this schedule to the training

☐ Please add my E-mail address to the L&I Training Calendar (Bi-monthly e-mail of training events)

I learned of this workshop via:

☐ Mailing ☐ Email ☐ Newsletter ☐ Bldg. Assoc. ☐ Website ☐ Gov. Office ☐ Other _____

**Classes will be located at
Dept. of Labor and Industries
7273 Linderson Way SW
Tumwater, WA 98501**

☐ *Yes, I want to obtain 4 hours of Plumbing Industry Related Continuing Education Credit which requires attending two (*) classes plus 1 other. Fee is \$48.00. (Last 3 time slots)

☐ **Yes, I would like to attend the Code Training Part 1 and 2 for 4 hours of Plumbing Code Continuing Education Credit for a fee of \$48.00.

☐ # Yes, I would like to obtain Manufactured/Mobile Home Installer CEU's. Fee is \$52.00.

☐ I would like to obtain Department of Ecology Continuing Education Credits (Free).



Free Training for Construction Contractors

Dept. of Labor & Industries
7273 Linderson Way SW
Tumwater WA 98501

When: Friday, January 13, 2017
Check-in and networking begins at 7:30 a.m.

Don't miss out on this great training event register today!!

Course Descriptions and Presenters

Prevailing Wage (*Experienced contractors*) – Intents and affidavits on line, completing and filing. Scopes of work and prevailing wage rates – where to find them and how they are set. Certified payroll and other information you need to know when working on a public works project. Presented by Reasa Pearson, Dept. of Labor and Industries.

Advanced Prevailing Wage (*Experienced contractors*) – Advanced discussion of state prevailing wage law requirements. This workshop is intended for contractors that already have a solid foundation of knowledge of prevailing wage on public works requirements. The workshop focus will be on advanced topics with an open discussion of problems, issues and correct resolutions. We will have certain key topics prepared but will focus primarily on your questions and issues. Please bring your public works and prevailing wage questions and issues! Presented by Reasa Pearson, Dept. of Labor and Industries.

Hiring "Independent Contractors" and Avoid Prime Contractor Liability (*All Contractors*) – Learn the distinction between an "independent contractor" and a covered worker. In some cases, someone you consider an "independent contractor" is actually a worker who has legal protections that cannot be waived. If so, you may be an employer with "covered workers" under Washington workers' compensation law and not realize it. This overview will help you understand the necessary requirements for independent contractors about potential liabilities for your Sub-Contractors Workers Compensation premiums. Presented by Steve Beaty, Dept. of Labor and Industries.

New Contractor Overview (*New contractors*) – Information on how to protect your contractor registration status: Model disclosure requirements, advertising as a contractor, exemptions, fraud reporting and violations. Presented by Jesse Jameson, Dept. of Labor and Industries.

Everything You want to know about your L&I Account (*Contractors with employees*) – Learn what happens when you open your L&I account. What are risk classes and how are they assigned? Learn how rates are set and adjusted; how claims affect rates; what you can do to control your company's rates; and about the processes for filing your quarterly premium reports. Presented by Chris Alcatraz, Dept. of Labor and Industries.

Managing Claims to Control Your Industrial Insurance Costs (*All contractors*) – Overview of the industrial insurance claims process for the new employer. We will help you understand your rights and responsibilities to protect workers from injury and what the processes are when an employee is hurt. Light duty" and return to work" opportunities, communicating with and getting the proper information to the claims manager and protest timelines and information. Presented by Mark Goodwin Dept. of Labor and Industries.

State Taxes Sales, Use and B&O (*All contractors*) – Get your questions answered about use taxes, B&O filing and other useful information from the Department of Revenue. Presented by Linda Miller-Baldwin, Dept. of Revenue.

Fall Protection in Construction (*All Contractors*) – Workers who work above 4' from a platform must use fall protection and be trained on its use or implementation. Often at 10', personal fall arrest or similar systems must be used. This class covers anchors and their requirements, personal fall arrest systems, written Fall Protection Plans (both on and off the jobsite). Presented by Eddy Boulch, Safety and Health Consultant, Dept. of Labor and Industries.

Accident Prevention Program (*All contractors*) – Learn how a viable and comprehensive accident prevention / safety program save you money. Tools to develop or fine-tune your accident prevention program and ideas to develop a "Safety Culture" in your workplace. Presented by Chris Littlejohn, Safety and Health Consultant, Dept. of Labor and Industries.

#Manufactured Housing Installer Overview (*Continuing Education Credit*) – Learn the latest statute, code and rule changes and the most common installation problems. Presented by John McMillan, Factory Assembled Structure Program, Dept. of Labor and Industries. (**Please Note** - You must select one course at 10 am to obtain the 4 hours of required training to complete the needed CEU's)

***Electrical Licensing 101** (*All contractors*) – This class will explore the breakfast chat stories about who really can do electrical work, when electrical permits are needed, and is there any such thing as minor work. New permit types, licensing rules, and available on-line services will be discussed. Presented by Faith Jeffrey, Dept. of Labor and Industries. (Plumber Industry Related CEU Course.)

***Plumbing Contractors – What You Need to Know** (*All contractors*) – Proof of hours, what are the employer requirements, common causes that generate an audit and what is the difference between a trainee and an apprentice. Presented by Bruce Springer, Dept. of Labor and Industries. (Plumbing Industry Related CEU course)

****Plumbing Code Training – Part 1** – (*Continuing Education Credit*) – Learn common mistakes, code clarifications and how to save your company time and money. Presented by Bruce Springer, Dept. Labor and Industries.

*****Plumbing Code Training – Part 2** – (*Continuing Education Credit*) – Current code, the UPC and Washington Amendments, highlights of recent code changes. Presented by Bruce Springer, Dept. Labor and Industries.

Course Descriptions and Presenters, continued

OMWBE Certification Review Workshop (*All Contractors*) – The Washington State Office of Minority and Women's Business Enterprises is presenting this workshop for all small businesses interested in contracting with state government. The certification you may receive is used by buyers for state agency, educational institutions and transportation related projects. Learn the benefits of certification ... and you can bring your prepared application if you wish! (Fees for submitting an application may apply.) For more information prior to this event visit us at www.omwbe.wa.gov, or call a Certification Trainer 1-866-208-1064.

Job Site Safety Set-up and Your Weeklies (*Contractors with employees*) – Toolbox talks and jobsite inspections – a “how-to” guide for contractors. Review of the basics of how to do weekly jobsite inspections and how to hold toolbox talks. Also, a discussion of online resources for these two activities as well as what has been identified as pertinent to the audit and meeting process. Learn what postings and documentation are required for your job site – for example – site safety plan, required postings, first aid and more. Presented by Randy Guzman, Assistance Safety Director, Associated General Contractors.

Construction Contracts (*All contractors*) – Learn the most important terms and conditions to have in your contract, what they mean, and why they need to be there. This course will cover warranties, scope of work, change orders, correction of work, building code issues, payment issues, commencement and completion dates, delay issues, fixed price contracts vs. T&M contracts, allowances, liquidated damages and dispute resolution. It is recommended that each attendee bring a copy of his/her company contract to review and mark up during the course. Presented by the Linville Law Firm.

Subcontracts and Liens (*All contractors*) – Learn why and how to utilize conditional bidding and inclusions, exclusions and alternates in your bidding process in order to limit your liability and provide the general contractor with expectations which are reasonable. Learn the common subcontract terms and pitfalls to avoid. The class will review problematic clauses such as pay-when-paid, change directives, warranties, pass through claims, and termination for convenience, scheduling, notice, venue, and dispute resolution. Learn the basics of Washington law with the regard to the recording of liens and the filing of claims against payment bonds and retainages. Presented by the Linville Law Firm.

Avoiding Lawsuits (*All contractors*) – The laws of Washington afford certain protections to your customers and those laws also require that you provide certain notices to your customers. Learn how to protect your business through proper formation of the appropriate business entity such as a corporation or an LLC, learn who can and cannot file claims against your contractor's registration bond, and learn how to protect your customer against unwanted liens from your subcontractors and their employees. Learn the value of covenants not to compete, employee manuals, and restrictive employment agreements. Presented by Linville Law Firm.

The Difficult Customer: How to Handle (*All contractors*) – Learn how to recognize a difficult customer in advance and be prepared to deal with a difficult customer so at the end of the project the customer is happy with your work, and you receive full and final payment for your work. Learn how to manage your customer before and after you start work on the project. Learn the reasons why some builders are successful and are able to avoid legal problems with their customers, get the job done, and get paid for their work. Presented by Linville Law Firm.

Effective Marketing for Contractors (*All contractors*) – Learn the differences between “marketing” and “advertising”; communication skills for the business owner; how to develop a business identity and use it effectively in advertising; and the advantages and disadvantages of the various forms of advertising. Presented by Jan Rohila, Education Program Director, Building Industry Association of Washington.

Fall Protection – Competent Person Card – 2 Part class (*All contractors*) – **8:00 am and 10am Classes:** Workers who work above 4' from a platform must use fall protection and be trained on its use or implementation. Often at 10' personal fall arrest or similar systems must be used. Participants **must** attend parts 1 and 2. A **Competent Person Card** will be gained. Presented by Kris Alberti, Executive Director, NW Independent Contractors Association.

Government Contracting Essentials (*All Contractors*) – Growing your business through government contracts can be a bit daunting at first. Discover tools and information that can help you determine who in state and local government buys what you sell, how they buy it, and how you can prepare your firm to succeed in the public marketplace. You'll also be introduced to certifications and resources that may help you gain an edge on the competition. Presented by Traci Hansen, Washington Procurement Technical Assistance Center, and Matt Paxton, Attorney, Ahlers & Cressman PLLC.

Insurance Coverage and Bonds – What YOU Should Know (*All Contractors*) – Learn some of the differences in insurance policies and bond coverage. What's covered & what's NOT, common exclusions, contract obligations and other legal issues related to contractors' insurance. Presented by Matt Paxton, Attorney, Ahlers & Cressman PLLC.

Stay at Work – Workers' Compensation Insurance Program (*Contractors with employees*) – Learn about L&I's new program to help employers keep injured workers on the job and the best part is L&I pays half the wages plus expenses to do it. Learn about how to qualify, how the program works and how this program can benefit your company and your worker. Presented by Joyce Allen, Stay at Work Program Specialist, L&I

Lead-Based Paint Guidelines for Contractors (*All contractors*) – Learn about the similarities and differences between the HUD Lead-based Paint Abatement Program and the EPA Renovation, Repair and Painting Program, including the types of projects that fall under the regulations of each program, and who is required to have certification and how to obtain individual certification or firm certification in either program. Presented by Dano Summers, Certification Specialist, Dept. of Commerce.

Bidding, Estimating and the Bottom line (*New Contractors*) – The crucial skills of bidding and estimating – know all the costs to make an accurate bid that will cover labor, supplies, taxes etc., to ensure you have a profit built into each bid. Presented by Bruce Weech, Dept. of Labor and Industries.

Department of Labor & Industries
DTO – Outreach & Education
Attn: Julie Perales
PO Box 44400
Olympia WA 98504-4400

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Washington State Department of
Labor & Industries

Free Training for Construction Contractors In Tumwater on Friday January 13, 2017

- Want to learn how to **Save Money on Workers Compensation Premiums?**
- Do you need to update your **Contracts?**
- Does your company have a **required Accident Prevention Plan?**
- Do you want to know more about **Employees or Independent Contractors?**

Then this **Free** training event is for you. All of the experts that can answer these questions and many more have been gathered together to bring you **Construction Contractor Training Day**. More than Twenty-Five different classes on everything from marketing to safety training and customer service issues.